



September 7, 2017

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application.

This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

SCHOOL BASED JUVENILE PROBATION OFFICER (PO2)

PC #21

Position Overview

Department:

Probation/Parole
Courthouse, 4th Floor
102 S. Allegheny Street
Bellefonte, PA 16823

Base Pay:

Salary Grade: N-14
\$18.00/hour
Non-Exempt

Shift Available:

Full Time (37.5 Hours)
8:30am-5:00pm

Required Education:

- Bachelor's degree in criminal justice, law enforcement or social service or related field.
- Computer and accounting skills needed.

Required Experience:

- Two (2) years' working experience in law enforcement work or as a probation officer required.

Special Requirements:

- Must pass firearms training successfully and in-service training.
- Must pass a psychological evaluation.
- Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.

Applications:

Applications for this position will be accepted until a suitable candidate is selected.

Summary of Job Functions

- Provides school-based intensive monitoring of a caseload of students with behavioral problems or involvement with substance abuse.
- Participates as part of the student assistance team of each school and presents justice-related educational programs to the general student population and faculty.
- Responds to school related problems of students within a very short time period.
- Maintains familiarity with the disciplinary procedures of each school.
- Prepares reports on investigations, reviews them with school authorities and law agencies where necessary; maintains appropriate files.
- Provides counseling and other supporting services to help students in their personal, social and economic adjustments to the school and community.
- Maintains regular home contacts during non-school hours with students, families and other persons concerned with aiding the students.
- Conducts investigations to monitor students potentially at risk and takes direct action to prevent or remove them from harmful activities and influences.
- Conducts random urine screens for drug/alcohol use and reports results to school authorities for further action.
- Utilizes in-home detention monitoring equipment as required.
- Appears and testifies as an expert witness at court hearings.
- Completes a variety of written reports for the court to include, but not limited to, social case histories, case updates and memorandums which may include recommendations to the court regarding juvenile client dispositions.
- Compiles yearly program statistics and completes related reports.
- Works closely with school authorities in regard to supervision of identified students.
- Maintains an office location in each school for ease of access to students and them to him/her.
- Participates in ongoing staff training and probation and parole techniques.
- Performs other related work as required.

Equal Opportunity Employer